



Dear Parent/Carer

Sun Safety on Site

We are concerned about protecting staff and children from sunburn and from skin damage that can be caused by the harmful ultra-violet rays in sunlight. Skin cancer is the most common form of cancer in the country. As sunburn and almost all skin cancers are caused by the sun, it is possible to prevent this happening. We believe that by encouraging sun safe behaviour on site and teaching children about the risks of sunlight, we can prevent them burning and contribute towards preventing skin cancer.

We would like your help and support in this matter. We will be encouraging children to avoid sunburn and overexposure to the sun by:

- **seeking the shade, particularly during the middle of the day**
- **wearing suitable hats**
- **wearing clothing that protects the skin, particularly for outdoor activities and trips**
- **using a high factor sunscreen (SPF 15+).**

Staff will be encouraged to set an example. Some children are at greater risk of sunburn than others. Fair skinned, freckled children who burn easily are most at risk from overexposure to the sun and need to take great care when out in the sun. Brown skinned children have a much lower risk of sunburn but still need to take care and protect themselves in stronger sunlight. Black skinned children hardly ever burn and have a very low risk of skin cancer. Those with brown or black skin do not normally need to use sunscreen in the UK but should avoid overexposure to the sun to prevent dehydration and overheating. Staff on outdoor duties or in charge of outings will remind those most at risk of burning to cover up in the sun and use sunscreen.

You can help by encouraging your child to bring, and wear, a hat, particularly on sports days and trips and visits. Also by encouraging your child to wear longer sleeved shirts and longer shorts when outdoors. We will remind parents of the sun safety policy from time to time, particularly around the start of the summer term, sports days, and outings.

Sunscreens provide added protection and may be useful when other measures are not available. Dermatologists recommend that a sunscreen with a high sun protection factor (SPF).

We encourage parents to provide sunscreen for this purpose. We also wish to encourage children to protect themselves from the sun. One way of doing this is to use sunscreen at the appropriate time. If a child is to use sunscreen on site, parents are asked to:

- 1) Provide the sunscreen product for school use. The sunscreen must be:
 - a) Clearly marked with the child's name.
 - b) Replenished by the parent as needed.
- 2) The sunscreen product will be stored in the child's bag or other location designated by the site.
- 3) The child must be able to apply his or her own sunscreen (except Nursery and Reception children).
- 4) For Nursery and Reception parents: They are asked to apply sunscreen at home before a typical day, this will be reapplied as necessary by staff.

If it is considered necessary for staff to assist with the application of sunscreen, the sunscreen will only be applied to face, neck, arms, hands and lower legs. Parents are asked to provide written instruction to staff for their child's individual needs.

I would ask that you complete the attached form so that we have a record of your support for the sun safety procedure and your wishes with regard to sunscreen use by your child/ren. Please note that the use of aerosol sprays is not permitted.

Parental Consent Form

(Establishment) wishes to encourage children to protect themselves from the sun. One way of doing this is to use sunscreen at the appropriate time. You are asked to sign this form to show that you have received the letter about the establishment's approach to sun safety and support the procedure.

Not all children are at equal risk of sunburn. If your child is at risk and you wish him/her to use a sunscreen on site, please indicate this below. You are asked to say whether you will provide a sunscreen.

Nursery/Reception Parents Only. The procedure states that whenever possible staff will supervise the application of sunscreen. Sometimes it may be necessary for staff to help children apply the sunscreen. Please indicate below whether you are happy for approved teaching or support staff to do this.

If your child has any allergies or skin sensitivities you may want to check with your GP before providing a sunscreen. The school will inform you if your child has any adverse reaction that may be due to the sunscreen.

If your child doesn't have sunscreen at any time, the school may provide the following sunscreen to be used (please tick relevant section on the consent page) – Please check the list of ingredients* for allergies.

*** Ingredients**

Aqua, C12-15 alkyl benzoate, Octocrylene, Butyl methoxydibenzoylmethane, Butylene glycol, Tridecyl salicylate, Methylene bis-benzotriazolyl tetramethylbutylphenol (nano), Methyl methacrylate cross-polymer, Polyglyceryl-3 methylglucose distearate, PVP/eicosene copolymer, Dimethicone, Bis-ethylhexyloxyphenol methoxyphenyl triazine, Tribehenin, Adipic acid/diglycol crosspolymer, Diethylhexyl butamido triazone, Phenoxyethanol, Decyl glucoside, Potassium cetyl phosphate, Ethylhexyl salicylate, Caprylyl glycol, Parfum, Methylparaben, Butyrospermum parkii (shea) butter, Tocopheryl acetate, Ethylparaben, Ethylhexylglycerin, Vitis vinifera seed oil, Acrylates/vinyl isodecanoate crosspolymer, Glycerin, Tetrasodium EDTA, Triethyl citrate, Potassium hydroxide, Propylene glycol, Xanthan gum, Sodium ascorbyl phosphate, Panax ginseng extract

Yours sincerely

Julie Lyon

Headteacher

Local Activities

There may be occasions when we take the children to places local to the school. This could include anywhere on the base to include the church, camp and park. This form is a generic form to cover all local activities, therefore we will not be sending out individual consent forms for this type of trip in future (to save paperwork).

Please complete the consent form page.

Swimming

Swimming lessons will take place on a Wednesday morning at Thirsk Pool. The indoor pool is heated, and fully qualified instructors with lifesaving certificates will teach the children, plus members of our own staff.

Transport will be by bus. If you wish your child to join in this, and other swimming sessions, please sign the consent form and provide your child with:-

1 named towel

1 named full swim suit/trunks

A contribution of £5.00 per child per session is asked for towards the cost of using the pool, transport and the instructor. Payment can be made via Parent Pay weekly, monthly or termly. Children have the opportunity to swim during Autumn and Spring terms, however due to fluctuating numbers the school will decide prior to the start of the term which year groups attend.

Name of School:

Dishforth Airfield Community Primary School

Dear Parent or Guardian,

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

1. *Photographs and Images:* Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites. As more and more people now have home computers we need to take steps to prevent photographs and images being wrongly used. We take the issue of child safety very seriously and will not use an image of your child without your prior consent. This is a general consent form to enable the school, official County Council photographers or authorised press photographers to take and use photographs of your child individually or in a group. There may be occasions when it is intended to use a photograph or image that identifies your child by name e.g. as part of a newspaper article, or is to be used in a particular context. In these instances you can indicate whether you would be happy for the headteacher to use his/her discretion in the matter or whether you require the school to seek your specific permission.
2. *Videos:* Although there is no difference in the principle of use of electronic images on a website and use in a video, some parents/guardians may have concerns about other individuals videoing their child while participating in school activities. Therefore, it is proposed to give you the opportunity to withdraw your child from activities where videoing will be allowed by the school.

We will contact parents individually to gain permission to use your child's photograph where they would be identified by name.

Please complete the consent form page.

Please note: This consent is considered valid for the time your child is registered at the school shown above unless you specifically inform the school in writing of withdrawal of consent. Some photographs and images may be retained by the school as part of its historical record. If, once he/she has left the school, you or he/she wish to have destroyed any photograph or image showing your child individually, you should inform the school in writing.

Responsible Internet Use

We use the school computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will use only my own login and password.
- I will not look at or delete other people's files.
- I will not bring memory sticks or discs into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

“E Safety 10 Top Tips” for Children and Young People

1. Treat your password like your toothbrush – keep it to yourself
2. Only give your mobile number or personal website address to trusted friends
3. Block the bully – learn to block or report someone who is behaving badly
4. Save the evidence – learn how to keep records of offending text messages, pictures or online conversations
5. Don't retaliate or reply
6. Check your profile and make sure it doesn't include any personal information
7. Always respect others – be careful what you say online and what images you send
8. Think before you send – whatever you send can be made public very quickly and could stay online forever
9. Look out for your friends – and do something if you think they are at risk
10. Tell your parent, carer or a teacher if something or someone makes you feel uncomfortable or worried

Finally, if you have other questions, contact www.thinkuknow.com or www.chatdanger.com for further information.

Home School Agreement

We encourage all parents and carers to engage in school life at Dishforth Airfield Community Primary School. As part of this significant and most important Home School partnership we are legally required to engage in a Home School Contract.

Please take time to review the key philosophy behind these important statements with your child and complete the consent form page.

Dishforth Airfield Community Primary School will ...

- Provide a loving, caring, safe and secure environment
- Provide an excellent standard of education and deliver a broad, balanced, exciting and relevant curriculum where all children will enjoy and achieve
- Teach children to value and respect both their own and other cultures
- Develop learning through purposeful talk and encourage children to think for themselves
- Encourage pupils to take a personal pride in themselves, their behaviour, their achievement and their school
- Encourage children to participate fully in the life of the school
- Welcome parents and carers, keeping them fully informed about their child's progress
- Encourage all children to become active and responsible international citizens

Signed (Headteacher) : *Julie Lyon*

Mrs Julie Lyon

As parents and carers we will ...

- Be a partner in my child's education by getting to know about my child's life in school
- See that my child goes to school on time and properly dressed in school uniform, informing the school of the reason for any absence
- Attend Parent's Evenings and consultations related to my child's progress
- Make the school aware of any concerns or problems that might affect my child's work or behaviour
- Support the school's policies and guidelines for behaviour and conduct myself appropriately on school grounds
- Support my child in homework tasks and other opportunities for home learning
- Support the school's ethos and distinctive nature whilst maintaining an understanding on the cohesion, richness and diversity of our own and other cultures.

As a pupil I will ...

- Follow the School's Expectations
- Wear our school uniform with pride and be tidy in appearance
- Do all my work in class and homework to the best of my ability
- Be polite, kind and helpful to everyone
- Use every chance to develop my talents, improve my work and achieve higher standards
- Treat other children and adults with respect and treat them as I would like to be treated

Privacy Notice- General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform parents and pupils of Dishforth Airfield CP School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

Who are we?

Dishforth Airfield CP School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, DOB and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including:

- Relevant medical information- please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority – North Yorkshire County Council
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority North Yorkshire County Council
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

Dishforth Airfield CP School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire

By signing the consent form page, I understand:

- **Dishforth Airfield CP School will process personal data in accordance with GDPR requirements**
- **How my data is processed and why**
- **My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so**
- **My personal data is retained in line with statutory requirements and/or organisational purposes**
- **My rights in relation to the processing of my personal data, and how I can exercise these rights**

Mixed age classes and split year groups – information for parents

What is a mixed age and split year group class?

A mixed age class is defined to be a class in which there are children who are more than one year group of the primary school. In most cases, a mixed age class will comprise of two year groups together such as Year 2 and 3 children or Year 5 and 6 children. However, it is possible, particularly in smaller schools, that a mixed age class may contain pupils from three or even four-year groups such as a Year 3, 4, 5 and 6 class.

A split year group is when a year group of children have been split and make two or more classes.

Why are mixed age and split year group classes formed?

Mixed age classes are formed in most schools partly because of the way in which the pupil roll is configured in any given year (i.e. the numbers of pupils in each year group). It is not uncommon for this situation to change from year to year as the sizes of the year groups can vary quite dramatically. This is the case at Dishforth Airfield Primary School, which predominantly serves the regiment based on the Airfield. Due to military postings, year group sizes vary across the school and can change significantly throughout the academic year, which results in the class structure having to be reviewed on an annual basis with the Governing Body of the school.

Will my child be held back if she / he is placed in a mixed age or split year class?

No. The ways in which learning and teaching are organised in primary schools means that teaching and work is tailored to the needs and current achievement of individual children. The staff at Dishforth Airfield are experienced at planning and delivering work to match the needs of mixed age learning. They provide challenge for all children based on secure assessments and support for those needing more help whichever year group they are currently in.

Much work is undertaken in small groups that contain children from 1 or 2 year groups of those of similar needs. Furthermore, the school plans the educational experiences for pupils in all classes in ways which ensure good progression and continuity, whichever year group or class they are in.

But forming a mixed age or split year group class may mean that my child's friendship grouping is being broken up?

It is likely to be good for children to experience classes with different classmates so that their circle of friends and acquaintances can be extended beyond the traditional age boundaries. Where new classes are formed, opportunities are created beyond the standard curriculum for pupils to maintain contact with friends who have been allocated to other classes (such as at lunchtimes, playtimes, special activities, trips, school performances.)

There will be occasions whereby the children are taught in ability groups across different classes and subjects. When children transfer to other schools through military postings, or transfer to secondary school, new friendship groupings become a fact of life, and this situation is generally welcomed by many children.

Why is the situation different in my child's school from that in other schools?

There are challenges in all schools. However, the majority of schools in North Yorkshire have under 170 pupils and therefore most schools have mixed age classes – it is the norm for the county. Even many large schools in North Yorkshire have formed mixed age classes, and there is absolutely no evidence to suggest that being in a mixed age or split age class has any detrimental effect whatsoever on the education of the children in that class.